

Exhibit A

Definitions

DEFINITIONS

The following terms which appear in this RFP have the meaning that is defined below for the purposes of this RFP:

- Agency – The Department of Social and Health Services is the agency of the State of Washington that is issuing this RFP.
- Apparently Successful Bidder - A bidder selected as having submitted a successful proposal, based on the final determination of DSHS management taking into consideration the bidder's final proposal score and which proposals best meet the needs of DSHS. The bidder is considered an "apparently" successful bidder until a contract is finalized and executed.
- Authorized – Approved by a DCFS social worker as evidenced by receipt of a written referral.
- Bidder - An individual, organization, public or private agency, or other entity submitting a proposal in response to this RFP.
- Client – Any child or adult who is authorized services by DSHS.
- Contractor – Individual or Company whose proposal has been accepted by the Agency and is awarded a fully executed, written contract.
- DCFS – The Division of Children and Family Services, which is a division of Children's Administration.
- DSHS/CA – Children's Administration, which is an Administration within DSHS.
- Issue - To mail, post or otherwise release this RFP as a public document to interested parties.
- Key Personnel - Staff being proposed to do the work under this proposal.
- Monitored Visitation – Visitation during which the visitation staff must be on site during the parent-child visit and must provide periodic observations approximately every 15 minutes during the visitation.
- Proposal - All material prepared and assembled by a bidder, and which the bidder submits in response to this RFP.
- Protest - An objection by the bidder, in writing, protesting the results of this RFP, and which complies with all requirements of this RFP.
- RCW - Revised Code of Washington. (All references to RCW chapters or sections shall include any successor, amended, or replacement statute.)
- RFP - Request for Proposals; i.e., this RFP document.
- RFP Coordinator - The person named in this RFP as the RFP Coordinator, or the RFP Coordinator's designee within Central Contract Services. The sole point of contact within DSHS regarding this RFP for potential bidders and other interested parties.

- Statement of Work - A statement of the work or services which the Contractor is to perform under any contract awarded, and which is generally in the form of an exhibit attached to the contract.
- Submit - To deliver to the DSHS RFP Coordinator any of several documents described in this RFP and in the manner specified in this RFP.
- Supervised Visitation – Visitation during which the visitation staff must be within sight and sound of the child and all parties to the visit at all times during the visit. The visitation staff must situate himself or herself so he or she can hear all conversation and see everything that occurs during the visit. At no time shall the child or youth be allowed to be in the presence of the parent without the visitation staff present.
- WAC - Washington Administrative Code. (All references to WAC chapters or sections shall include any successor, amended, or replacement regulation.)
- You - The person, agency, or organization requesting a copy of this RFP or submitting a proposal in response to this RFP